



CITY OF LAKEPORT

WATER OPERATIONS SUPERVISOR I, II

Job Description

DEFINITION

Under limited supervision, plans, supervises and reviews the work of crews engaged in water treatment and distribution facilities, systems operations and maintenance and water quality assurance work; personally performs the work supervised; performs related work as assigned.

CLASS CHARACTERISTICS

Water Operations Supervisor I is the Chief Operator in water treatment and distribution operations.

Water Operations Supervisor II is the Chief Operator in water treatment and distribution operations as well as being qualified to operate the wastewater plant and collection system.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plans, assigns, supervises, reviews and evaluates the work of crews engaged in a wide variety of water treatment and distribution system operation, data control, maintenance and quality assurance activities; operates facilities in compliance with the State Department of Health Services Standards and regulatory requirements.

Supervises and personally performs the operation and maintenance of all valve regulating, chlorination, pumping station, reservoir and other related facilities and equipment; maintains operations manuals and logs, supervises and directs laboratory scheduling and testing activities; monitors and analyzes the SCADA systems.

Operates and maintains an advanced surface water treatment facility including ozone generators, filters and ozone support equipment; adjusts chemicals as needed; operates and maintains analytical equipment and recording devices; calibrates equipment; configures, wires, networks, installs, evaluates for purchase and purchases related equipment.

Installs, operates and maintains relays, motors, analog signal, pneumatic and hydraulic systems; performs a variety of tasks and fabricates equipment and parts.

Evaluates work methods and operations; estimates time and material costs; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; assists in developing the section's budget and monitors expenditures.

Monitors and reports on the status of water supplies and the capability of the water production facilities to meet demands.

Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advise and assistance on

problems and/or unusual situations; designs systems including electrical, structural and hydraulic.

Meets with the public and investigates complaints/concerns; provides related information; resolves meter reading problems; follows up on account disputes.

Maintains records and prepares a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports.

Plans, organizes, and assigns work; develops and establishes work methods and standards; directs staff training and development; reviews and evaluates employee performance; recommends and implements disciplinary action; establishes and implements safety programs and coordinates the training of subordinates.

Coordinates work with other agencies, divisions and sections; responds to questions and complaints from the public and other agencies.

Responds to emergency situations; operates a variety of equipment such as backhoe, dump trucks and loaders. Standby (after hours on-call) duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from high school and two years of experience in water treatment and distribution systems operations, construction and maintenance work at a level equivalent to the Water Systems Operator II.

Knowledge, Skills, and Abilities

Water Operations Supervisor I: Thorough knowledge of principles and practices of employee supervision, including selection training, work evaluation and discipline; methods, materials, tools and equipment used in water treatment and distribution systems operations and maintenance and water quality assurance work; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment and hand and power tools used in the work; principles of electronics; computer applications related to the work; shop mathematics; applicable laws and regulations; operations of SCADA, computers and a variety of software programs. Working knowledge of water districts; pipe and pipefitting equipment; electrical systems.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, and staff; plan, direct, and coordinate staff engaged in water distribution and treatment systems operations and maintenance and water quality assurance programs; select, train, supervise and evaluate employees; read and interpret plans, maps, specifications and/or manuals; make decisions regarding operational and personnel functions; estimate labor, material and equipment needs; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; assists in planning and enforcing a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; operate and maintain a variety of tools and equipment; meet the physical requirements established by the City.

Water Operations Supervisor II: Thorough knowledge of principles and practices of employee supervision, including selection training, work evaluation and discipline; methods, materials, tools and equipment used in water treatment and distribution systems operations and maintenance and water quality assurance work; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment and hand and power tools used in the work; principles of electronics; computer applications

related to the work; shop mathematics; applicable laws and regulations; operations of SCADA , computers and a variety of software programs. Working knowledge of water districts; pipe and pipefitting equipment; electrical systems.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, and staff; plan, direct, and coordinate staff engaged in water distribution and treatment systems operations and maintenance and water quality assurance programs; select, train, supervise and evaluate employees; read and interpret plans, maps, specifications and/or manuals; make decisions regarding operational and personnel functions; estimate labor, material and equipment needs; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; assists in planning and enforcing a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports; operate and maintain a variety of tools and equipment; meet the physical requirements established by the City.

Ability to operate the wastewater plant and collection system at a level equivalent to a Utility Operator III.

Special Requirements

Possession of or ability to obtain a Class B California driver's license with Haz Mat, Tanker and Air Brake endorsements and a satisfactory driving record.

Water Operations Supervisor I: Possession of a State of California Grade 3 Water Treatment and Grade 2 Water Distribution License.

Water Operations Supervisor II: Possession of a State of California Grade 3 Water Treatment, Grade 2 Water Distribution and Grade I Wastewater License.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over

25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment : Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level 1 = 43
CLASS RANGE NO.	Level 2 = 45
FLSA	Non-Exempt
ADOPTION DATE	
REVISION DATE	07/01/2017
APPROVED BY:	